

Creating and Collaborating on a Google Presentation

1. Sign in to Google Docs – www.docs.google.com
2. Enter your username and password.



Sign in with your
Google Account

Email:
ex: pat@example.com

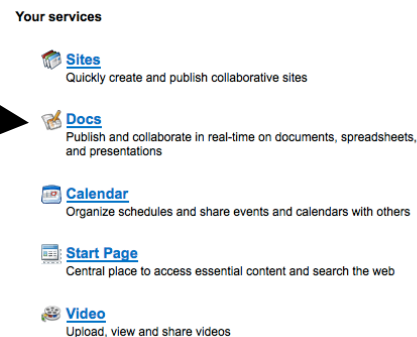
Password:

☒ Stay signed in

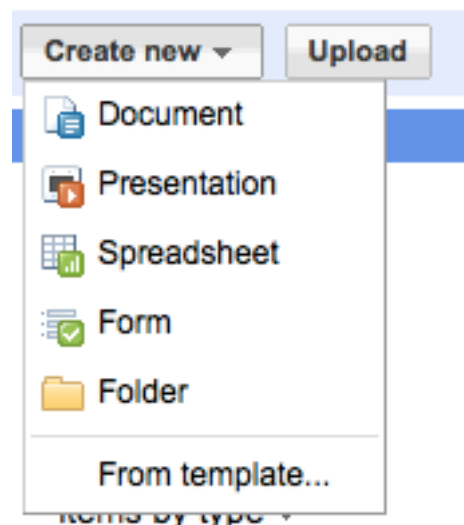
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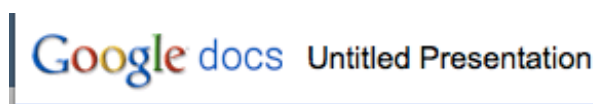
3. If you are taken to the Welcome page, choose Docs.



4. If you are taken to the Docs page automatically go to Create new and choose Presentation.

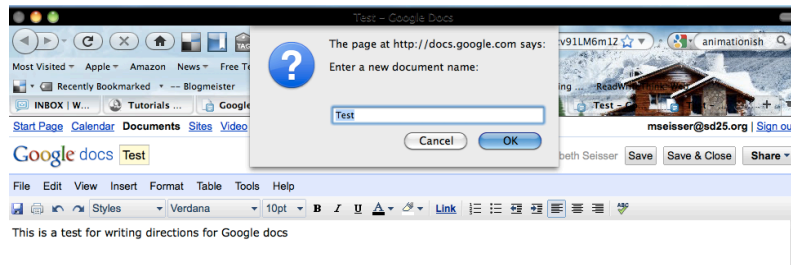


5. To Title your document click on



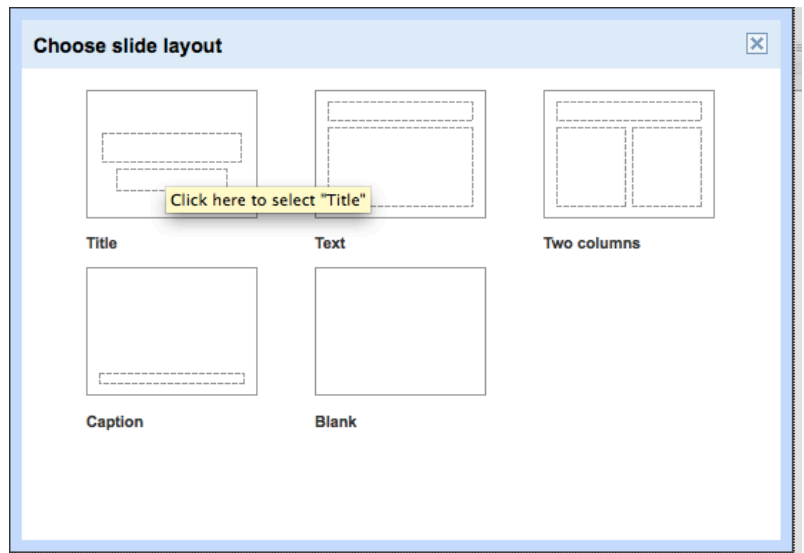
Untitled Presentation.

6. A window will open, type your Presentation's title. Click OK.



7. On your first slide type the title of your presentation in the "Click to add title" box. Type the names of your collaborators in the "Click to add subtitle" box.

8. To add a new slide click on the + icon. You then have a choice of layouts.

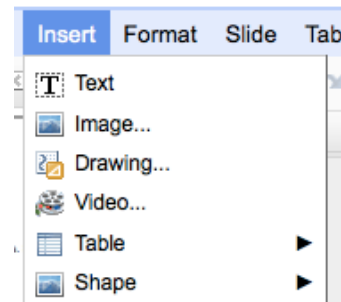


9. To duplicate a slide click on the slide icon. To delete a slide, select the slide and either click on the X or delete on your keyboard.

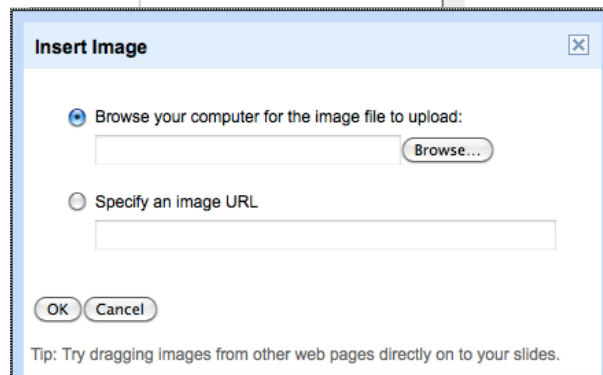


10. To share the Presentation you can send an email invite or share the link. If email is not available you can copy the URL of your presentation and share it.

11. Go **Insert** to **Image** to place a picture on your slide.



A new window will open. If your image is on your computer you need to **Browse** to find it. If it is on the web, type in the website URL. Click **OK** to add the image to your slide.



12. When the presentation is complete go to **File** to **Download**. Choose **PowerPoint**. Open your presentation in PowerPoint and choose your Theme and Transitions.